



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
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JAMES V. PERDUE
COMMISSIONER

REVISED
RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER

JOB TITLE: MH Attorney I **NUMBER:** 16-24
JOB CODE: L1000 **DATE:** 01/13/2017
SALARY RANGE: 77 (\$45,501.60 - \$69,098.40) **PCQ#:** 8813214
JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

MINIMUM QUALIFICATIONS: Graduation from approved school of law. Some experience (12 months or more) in legal research work and the preparation for trial of difficult cases.

NECESSARY SPECIAL REQUIREMENTS: Possession of a Certificate of Admission to the Bar of the Supreme Court of Alabama.

KIND OF WORK: This is responsible professional legal work in the Alabama Department of Mental Health's (ADMH) Legal Office or at a state community Mental Health office. The employee in this position will be responsible for defending cases for the Department, attending Recommitment Hearings of Involuntary Committed patients to the custody of the Department (as required by the Code of Alabama), and attend hearings in all Alabama Circuits Courts for the conditional release of persons previously found to be not guilty by reason of insanity. The employee will represent the ADMH in actions to renew civil commitments; file petitions for the appointment of guardians and conservators for patients and clients; and, draft and files documents related to forensic patients. The employee will represent the ADMH in administrative employment matters, and in miscellaneous legal actions, to protect the Department's interests. The employee will file petitions; Motions for Protective Order; represent the Department in various judicial proceedings, including forensic patient and juvenile hearings; provide timely advice and counsel to Department employees; and, assist the Department in major litigation.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Considerable knowledge of the principles, procedures, methods, and materials regarding legal research. Knowledge of the methods of pleading civil and criminal cases. Working knowledge of the application of legal principles to individual cases or problems. Working knowledge of court procedures and rules of evidence. Ability to analyze and organize facts, evidence, and legal precedents to render legal opinions. Ability to

effectively handle a variety of legal matters. Possession of good oral and written communication skills. Ability to understand, interpret, and apply constitutional provisions, statutes, administrative regulations and precedents. Ability to prepare legal documents and records such as briefs, opinions, and decisions.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: February 10, 2017